



Terry McKee, IT & Procurement Director  
901 Broadway N. • Knoxville, TN 37917-6699  
865.403.1133 • Fax 865.594.8858  
purchasinginfo@kcdc.org  
www.kcdc.org

## Request for Qualifications

### ARCHITECTURAL ENGINEERING DESIGN SERVICES FOR THE FIVE POINTS PHASE 3 DEVELOPMENT

**Solicitation Number:** C17003

**Due Date:** 11:00 a.m. (Eastern Standard Time) on August 26, 2016

***Check KCDC's web page for addenda and changes before submitting your qualifications***

**Pre- Solicitation Meeting:** August 16, 2016 at 8:30 a.m. in KCDC's Board Room at 901 N Broadway in Knoxville.

***Please read this document before the meeting and be prepared to ask your questions about it.***

**Questions:** Submit questions to [purchasinginfo@kcdc.org](mailto:purchasinginfo@kcdc.org)

**Deliver Submittals to:** Knoxville's Community Development Corporation  
Procurement Division  
901 Broadway N  
Knoxville, Tennessee 37917

Faxed/Emailed Responses are acceptable: **Yes**  **No**

**Award Results:** KCDC posts a summary of the quotes received and the award decision to its web page at: <http://www.kcdc.org/procurement/>

**Electronic Copies:** Vendors are encouraged to use the MS Word version of this document. If you need an electronic copy, send an email requesting it to [purchasinginfo@kcdc.org](mailto:purchasinginfo@kcdc.org).



1. **BACKGROUND AND INTENT**

- a. Knoxville's Community Development Corporation (KCDC) is the housing and redevelopment agency for the City of Knoxville and for the County of Knox in Tennessee. KCDC's affordable housing property portfolio includes seventeen housing properties with approximately 3,500 dwelling units. KCDC also administers approximately 3,800 vouchers through our Section 8 department.
- b. The Five Points Phase 3 site is the current Lee Williams development, bounded by Martin Luther King Boulevard (MLK) on the north; McConnell Street on the east; Kenner Avenue on the south; and Kyle Street on the west. Prior to the construction of Five Points Phase 3, KCDC is planning to demolish all of the existing housing. The current KCDC leasing and maintenance office/Boys and Girls Club building will be renovated and remain. The site is approximately 12 acres.
- c. The Five Points Master Plan is attached to this RFQ. While changes to the Five Points Master Plan have occurred since 2014, the overall themes contained in the Master Plan are still very relevant to the Phase 3 development; in particular, walkability, connectivity, and mixed housing. Attention to the themes contained within the document is appreciated, but do not feel constrained to match the plan.
- d. The budget amount for construction of the new affordable multi-family units, including the rehab of the Office/Boys and Girls club is estimated at \$13,000,000.

2. **CONFIDENTIALITY**

All reports, information, or data, prepared or assembled by the selected Design Professional are confidential. The selected Design Professional agrees that said reports, information or data, without KCDC's prior written approval, will not be made available to any individual or organization.

The selected Design Professional agrees to work cooperatively and in the spirit of good faith with KCDC in order to assure high quality services. The selected Design Professional agrees to meet with KCDC representatives whenever necessary to resolve any problems that occur relative to the administration of the contract. In addition, KCDC may disclose certain information to the selected Design Professional and the selected Design Professional may have access to certain information that is not generally known to others and is confidential. The selected Design Professional agrees not to use or disclose to any third party except in the performance of services hereunder any such confidential information. The selected Design Professional further agrees to cause its employees and any subcontractors to undertake the same obligations of confidentiality. These provisions shall survive the termination of the contract.

3. **CHANGES AFTER AWARD**

It is possible that after award KCDC will need to revise the service needs or requirements specified in this document. KCDC reserves the right to make such changes after consultation with the Design Professional. Should additional costs arise, the Design Professional must document to increased costs. KCDC reserves the right to accept and negotiate these charges.

4. **CONTACT POLICY**

The Design Professional may not contact office, officer, agent, or employee of KCDC other than the KCDC's Procurement Division from the issuance of this solicitation until award about matters pertaining to this solicitation. Information obtained from an unauthorized officer, agent, or employee of KCDC will not affect the risks or obligations assumed by the Design Professional or relieve the Design Professional from fulfilling any of the conditions of the resulting award for the purpose of this project. Additionally, such contact can disqualify the Design Professional from participation in the solicitation process.

5. **CONTRACT APPROVAL**

Award of this contract is subject to KCDC's Board approval.

6. **ELECTRONIC CREATION OF WORK PRODUCT**

The successful Design Professional will make all work products and project information available to KCDC electronically.

7. **EVALUATION**

KCDC will evaluate the submittals to this solicitation on the following factors.

<b>Item</b>	<b>Possible Points</b>
Demonstrated Ability to Deliver High Quality Design Products	40
Demonstrated Ability to Deliver High Quality Construction Documentation	25
Relevant Affordable Housing Experience & References: Principals & Team	35
<b>Total Possible Points</b>	<b>100</b>

- a. KCDC may select a Design Professional from written submittals or after a second step of evaluation, which may or may not include presentations. KCDC will select the Design Professional found to be best suited to provide the needed materials and/or services.
- b. Further, KCDC reserves the right to evaluate submittals on an ordinal ranking system in lieu of specific scores for the first round while reserving specific scoring for those qualifications statements that progress to the second round of evaluation. Under this scenario, all qualifications statements will be scored 1, 2, 3, 4 et cetera to reflect their strength relative to all other submittals. Then the top 2 to 5 submittals (depending upon the evaluation team's estimation) will be scored according to the matrix above with the submittal with the highest score entering into negotiations with KCDC.
- c. KCDC reserves the right to check or not check references. In either case, KCDC will use the references to gauge the Design Professional's experience.

- d. Design Professionals may be excluded from further consideration for failure to comply fully with KCDC's requests for additional information and the requirements of this RFQ.
- e. All submittals are subject to a determination of "responsive" and "responsible" prior to award. KCDC is the sole judge as to "responsiveness" and "responsibility" of submittals.

8. **GENERAL INSTRUCTIONS**

KCDC no longer inserts "General Instructions to Vendors" in the solicitation document. Instead, these instructions are at [www.kcdc.org](http://www.kcdc.org). Click on "Procurement" and then scroll to "Resources." By submitting a response to this solicitation, the Design Professional accepts the responsibility for downloading, reading and abiding by the terms and conditions set forth in KCDC's "General Instructions to Vendors." Design Professionals may wish to review certain applicable HUD instructions on KCDC's webpage.

9. **INSURANCE**

The Design Professional shall maintain, at Design Professional's sole expense, on a primary and non-contributory basis, at all times during the life of the contract insurance coverages, limits, and endorsements described herein. All insurance must be underwritten by insurers with an A.M. Best rating of A-: VI or better. Upon award, the Design Professional shall provide Certificate(s) of Insurance to KCDC evidencing said insurance coverages.

The Design Professional agrees the insurance requirements herein as well as KCDC's review or acknowledgement, is not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by the Design Professional under this contract

- a. *Errors and Omissions Liability (E & O) / Professional Liability.* Design Professional shall maintain a minimum policy limit of \$1,000,000. The limits afforded by this policy shall apply only to KCDC and KCDC's officials, officers, agents and employees and only to claims arising out of or in connections with the work under this Agreement.
- b. *Commercial General Liability Insurance:* occurrence version commercial general liability insurance with a limit of not less than \$1,000,000 each occurrence for bodily injury, personal injury, property damage, and products and completed operations. If such insurance contains a general aggregate limit, it shall apply separately to the work/location in this contract or be no less than \$2,000,000.

Such insurance shall contain or be endorsed to contain a provision that includes Knoxville's Community Development Corporation (KCDC), its officials, officers, employees, and volunteers as additional insureds with respect to liability arising out of work or operations performed by or on behalf of the Design Professional including materials, parts, or equipment furnished in connection with such work or operations. The coverage shall contain no special limitations on the scope of its protection afforded to the above-listed insureds.

- c. *Automobile Liability Insurance:* including vehicles owned, hired, and non-owned, with a combined single limit of not less than \$1,000,000 each occurrence. Such insurance shall include coverage for loading and unloading hazards.

- d. *Workers' Compensation Insurance and Employers Liability Insurance:* with statutory limits as required by the State of Tennessee or other applicable laws.
- e. *Other Insurance Requirements:* Design Professional shall:

1. Upon award, furnish KCDC with original Certificates of Insurance and amendatory endorsements effecting coverage required by this section. Certificates of Insurance shall provide a minimum 30-day endeavor to notify KCDC of cancellation when available by Design Professional's insurance. If the Design Professional receives a non-renewal or cancellation notice from an insurance carrier affording the required coverage, or receives notice that coverage no longer complies with the insurance requirements herein, Design Professional shall notify KCDC by email or fax within five (5) business days and provide a copy of the non-renewal or cancellation notice or written specifics as to which coverage is no longer in compliance.

The certificate holder address shall read:

Knoxville's Community Development Corporation  
Attn: Contracting Officer  
901 Broadway N  
Knoxville, TN 37917

2. Provide certified copies of endorsements and policies if requested by KCDC in lieu of or in addition to Certificates of Insurance.
3. Replace certificates, policies, and endorsements for any such insurance expiring prior to completion of services.
4. Maintain such insurance from the time services commence until services are completed. Failure to maintain or renew coverage or to provide evidence of renewal may be treated by KCDC as a material breach of contract.
5. Require all subcontractors to maintain during the term of the resulting contract commercial general liability insurance, automobile liability insurance, workers' compensation/employers liability insurance (unless subcontractor's employees are covered by Design Professional's insurance) and errors and omissions/ professional liability (if applicable) in the same manor and limits as specified for the Design Professional.

Design Professional shall furnish subcontractor(s)' Certificates of Insurance to KCDC without expense prior to subcontractor(s) commencing work.

6. Any deductibles and/or self-insured retentions greater than \$50,000 must be disclosed to and approved by KCDC prior to the commencement of services. Use of large deductibles and/or self-insured retentions will require proof of financial ability as determined by KCDC.

7. Provide a waiver of subrogation for each required policy herein. When required by the insurer, or should a policy condition not permit Design Professional to enter into a pre-loss agreement to waive subrogation without an endorsement, the policy should be endorsed with a Waiver of Transfer of Rights of Recovery against Others, or its equivalent. This waiver of subrogation requirement shall not apply to any policy which includes a condition specifically prohibiting such an endorsement, or voids coverage should Design Professional enter into such an agreement on a pre-loss basis.
8. All policies must be written on an occurrence basis unless otherwise approved by KCDC. Professional Liability is commonly written on a claims made basis and is acceptable in that form.
- f. Right to Revise or Reject: KCDC reserves the right, but not the obligation, to review or revise any insurance requirement, not limited to limits, coverages and endorsements based on insurance market conditions affecting the availability or affordability of coverage; or changes in the scope of work / specifications affecting the applicability of coverage.
- g. No Representation of Coverage Adequacy: The coverages, limits or endorsements required herein protect the primary interests of KCDC, and the Design Professional agrees in no way should these coverages, limits or endorsements required be relied upon when assessing the extent or determining appropriate types and limits of coverage to protect the Design Professional against any loss exposures, whether as a result of the project or otherwise.
10. **OWNERSHIP OF DOCUMENTS**  
All documents, data, studies and reports as instruments of service are KCDC's property. The selected Design Professional is responsible for any loss or damage to the documents herein enumerated while they are in their possession and any such document lost or damaged shall be restored at the Design Professional's expense. Full access to the work during the preparation of the plans shall be available to KCDC and other public agencies interested in this work.
11. **PROFESSIONAL REGISTRATION**  
Plans, specifications, and research reports shall be stamped and signed by an architect licensed by the State of Tennessee.
12. **LOW INCOME HOUSING TAX CREDITS**  
KCDC intends to apply for Low Income Housing Tax Credits through a Partnership company. KCDC reserves the right to assign all rights and responsibilities under the contract to said Partnership.
13. **QUALIFICATIONS**  
The successful Design Professional must have the following qualifications:
  - a. Licensure as an Architect by the State of Tennessee.
  - b. Previous experience with similar planning and design services as for this project.
  - c. The ability to express facts and ideas clearly and concisely both orally and in writing.
  - d. Knowledge of federal, state and local design and permitting requirements.

- e. Knowledge of TN Low-Income Housing Tax Credit Qualified Allocation Plan specifically 2017 for this project when published.

14. **QUESTIONS**

Submit questions via email with “A-E Services” in the subject line to [purchasinginfo@KCDC.org](mailto:purchasinginfo@KCDC.org) by 4:00 p.m. on August 23<sup>rd</sup>.

**Scope of Work**

1. **GENERAL**

KCDC has a need for an architectural/engineering services to provide services in support of and in close coordination with KCDC staff in developing plans and specifications for Five Points Phase 3

2. **PROJECT SCHEDULE** The following is a tentative schedule for this RFQ selection process:

KCDC issues the RFQ	August 10, 2016
Pre-Submittal Meeting	August 16, 2016 at 8:30 a.m.
Clarifications Request Deadline	August 23, 2016 at 4:00 p.m.
Last Addendum Issued (if any)	August 24, 2016
RFQ Submittals Due	August 26, 2017

3. **SPECIFIC SERVICES**

Specific services may include, but are not limited to, the following:

- a. Conceptual Design
- b. Site Design/Planning
- c. Rendering/Modeling
- d. Materials Research/Specifications
- e. Project Feasibility and Cost Estimating Studies
- f. Code Analysis
- g. Planning and Permitting Services
- h. Interior and Exterior Design
- i. Lighting Design
- j. Signage and Graphic Design
- k. Facilities Planning
- l. Engineering Evaluation
- m. ADA site and project review/plans
- n. Enterprise Green Communities if applicable in 2017 QAP

## Submittal Structure Instructions

Follow these steps and guidelines when preparing your submittal.

1. Number all pages consecutively. Reference the section that you are responding to as shown on the following pages.
2. Place your company's name on each page.
3. Be thorough yet succinct in responding to this document. The use of tables in presenting information, where appropriate, will facilitate the evaluation team's review.
4. Submit one original (with all pages marked "original") and three copies of the original submittal. Also, provide one electronic copy of your submittal.
5. **Do not** use phrases such as "See the attached" or "Will be provided upon award."
6. If you have attachments, mark them (on the cover) with the Design Professional's name. KCDC takes no responsibility for submittals or documents that are not clearly marked.
7. Do not bind your submittal in a manner that is difficult for KCDC to disassemble. Eventually KCDC will scan these documents and it is important that it is easy to take them apart for scanning.
8. KCDC will accept proposals that are thirty pages or less-not counting the 10 pages required by KCDC. Those 10 pages are Solicitation Documents A-G. A page is one side of a piece of paper. Fonts used must not be smaller than 12.
9. Submit your submittal in the order and format shown on the following pages.

**THIS AND THE PREVIOUS PAGES DO NOT NEED TO BE RETURNED**

**Architectural Engineering Design Services for the Five Points Phase 3 Development C17003  
Solicitation Document A General Response and Cost Section**

**General Information about the Design Professional**

**Sign Your Name to the Right of the Arrow**   
Your signature indicates that you have read and agree to "KCDC's General Instructions to Bidders" on [www.kcdc.org](http://www.kcdc.org).

**Printed Name and Title** 

**Company Name** 

**Street Address** 

**City/State/Zip** 

**Contact Person (Please Print Clearly)** 

**Telephone Number** 

**Fax Number** 

**Cell Number** 

**Design Professional's e-mail address (Please Print Clearly)** 

**Addenda**

Addenda are at [www.kcdc.org](http://www.kcdc.org). Click on "Procurement" and then on "Open Solicitations" to find addenda. Please check for addenda prior to submitting a bid.

Acknowledge addenda have been issued by checking below as appropriate:

None <input type="checkbox"/>	Addendum 1 <input type="checkbox"/>	Addendum 2 <input type="checkbox"/>	Addendum 3 <input type="checkbox"/>	Addendum 4 <input type="checkbox"/>	Addendum 5 <input type="checkbox"/>
-------------------------------	-------------------------------------	-------------------------------------	-------------------------------------	-------------------------------------	-------------------------------------

**Statistical Information**

This business is owned & operated by persons at least 51% of the following ethnic background:

Asian/Pacific <input type="checkbox"/>	Black <input type="checkbox"/>	Hasidic Jew <input type="checkbox"/>	Hispanic <input type="checkbox"/>	Native <input type="checkbox"/> Americans	White <input type="checkbox"/>
--	--------------------------------	--------------------------------------	-----------------------------------	---	--------------------------------

As defined on KCDC's webpage (see the "General Instructions to Vendors"), this business qualifies as:

Section 3 <input type="checkbox"/>	Small Business <input type="checkbox"/>	Woman Owned <input type="checkbox"/>
------------------------------------	---	--------------------------------------

Design Professional: \_\_\_\_\_

**Conflict of Interest:**

1. No commissioner or officer of KCDC or other person whose duty it is to vote for, let out, overlook or in any manner superintend any of the work for KCDC has a direct interest in the award or the Design Professional providing goods or services.
2. No employee, officer or agent of the grantee or sub-grantee will participate in selection, or in the award or administration of an award supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the employee, officer or agent, any member of his immediate family, his or her partner, or an organization, which employs, or is about to employ, any of the above, has a financial or other interest in the Design Professional selected for award.
3. The grantee's or sub-grantee's officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from vendors, potential vendors, or parties to sub-agreements.
4. By submission of this form, the Design Professional is certifying that no conflicts of interest exist.

**Drug Free Workplace Requirements:**

5. Private employers with five or more employees desiring to contract for construction services attest that they have a drug free workplace program in effect in accordance with TCA 50-9-112.

**Eligibility:**

6. The Design Professional is eligible for employment on public contracts because no convictions or guilty pleas or pleas of nolo contendere to violations of the Sherman Anti-Trust Act, mail fraud or state criminal violations with an award from the State of Tennessee or any political subdivision thereof have occurred.

**General:**

7. Design Professional fully understands the preparation and contents of the attached offer and of all pertinent circumstances respecting such offer.
8. Such offer is genuine and is not a sham offer.

**9. Iran Divestment Act:**

Concerning the Iran Divestment Act (TCA 12-12-101 et seq.), by submission of this bid/quote/proposal, each Design Professional and each person signing on behalf of any Design Professional certifies, and in the case of a joint bid/quote/proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each Design Professional is not on the list created pursuant to § 12-12-106.

**Non-Collusion:**

10. Neither the said Design Professional nor any of its officers, partners, owners, agents, representatives, employees or parties interest, including this affiant, has in any way colluded conspired, connived or agreed, directly or indirectly, with any other responder, Design Professional, or person to submit a collusive or sham offer in connection with the award or agreement for which the attached offer has been submitted or to refrain from making an offer in connection with such award or agreement, or collusion or communication or conference with any other Design Professional, or, to fix any overhead, profit, or cost element of the offer price or the offer price of any other Design Professional, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against KCDC or any person interested in the proposed award or agreement.
11. The price or prices quoted in the attached offer are fair, proper and not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Design Professional or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

The undersigned hereby acknowledges receipt of this Solicitation Document B and certifies that the submittal in response to this solicitation is in full compliance with the listed requirements.

<b>Signed by</b> _____	
<b>Printed Name</b> _____	
<b>Title</b> _____	
<b>Subscribed and sworn to before me this date</b>	
<b>By (Notary Public)</b> _____	
<b>My Commission Expires on</b> _____	
<b>Notary Stamp</b>	

Design

Professional:

**Certifications and Representations of Offerors**  
**Non-Construction Contract**

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing

Public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

This form includes clauses required by OMB's common rule on bidding/offering procedures, implemented by HUD in 24 CFR 85.36, and those requirements set forth in Executive Order 11625 for small, minority, women-owned businesses, and certifications for independent price determination, and conflict of interest. The form is required for nonconstruction contracts awarded by Housing Agencies (HAs). The form is used by bidders/offerors to certify to the HA's Contracting Officer for contract compliance. If the form were not used, HAs would be unable to enforce their contracts. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

**1. Contingent Fee Representation and Agreement**

(a) The bidder/offeror represents and certifies as part of its bid/offer that, except for full-time bona fide employees working solely for the bidder/offeror, the bidder/offeror:

- (1)  has,  has not employed or retained any person or company to solicit or obtain this contract; and
- (2)  has,  has not paid or agreed to pay to any person or company employed or retained to solicit or obtain this contract any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of this contract.

(b) If the answer to either (a)(1) or (a) (2) above is affirmative, the bidder/offeror shall make an immediate and full written disclosure to the PHA Contracting Officer.

(c) Any misrepresentation by the bidder/offeror shall give the PHA the right to (1) terminate the resultant contract; (2) at its discretion, to deduct from contract payments the amount of any commission, percentage, brokerage, or other contingent fee; or (3) take other remedy pursuant to the contract.

**2. Small, Minority, Women-Owned Business Concern Representation**

The bidder/offeror represents and certifies as part of its bid/ offer that it:

- (a)  is,  is not a small business concern. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121.
- (b)  is,  is not a women-owned small business concern. "Women-owned," as used in this provision, means a small business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.
- (c)  is,  is not a minority enterprise which, pursuant to Executive Order 11625, is defined as a business which is at least 51 percent owned by one or more minority group members or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals.

*For the purpose of this definition, minority group members are:*

(Check the block applicable to you)

- Black Americans                       Asian Pacific Americans
- Hispanic Americans                       Asian Indian Americans
- Native Americans                       Hasidic Jewish Americans

**3. Certificate of Independent Price Determination**

(a) The bidder/offeror certifies that—

- (1) The prices in this bid/offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder/offeror or competitor relating to (i) those prices, (ii) the intention to submit a bid/offer, or (iii) the methods or factors used to calculate the prices offered;
- (2) The prices in this bid/offer have not been and will not be knowingly disclosed by the bidder/offeror, directly or indirectly, to any other bidder/offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and
- (3) No attempt has been made or will be made by the bidder/offeror to induce any other concern to submit or not to submit a bid/offer for the purpose of restricting competition.

(b) Each signature on the bid/offer is considered to be a certification by the signatory that the signatory:

- (1) Is the person in the bidder/offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or
- (2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above (insert full name of person(s) in the bidder/offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the bidder/offeror's organization);  
 (ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

(iii) As an agent, has not personally participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above.

(c) If the bidder/offeror deletes or modifies subparagraph (a)2 above, the bidder/offeror must furnish with its bid/offer a signed statement setting forth in detail the circumstances of the disclosure.

**4. Organizational Conflicts of Interest Certification**

(a) The Contractor warrants that to the best of its knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest which is defined as a situation in which the nature of work under a proposed contract and a prospective contractor's organizational, financial, contractual or other interest are such that:

- (i) Award of the contract may result in an unfair competitive advantage;
- (ii) The Contractor's objectivity in performing the contract work may be impaired; or
- (iii) That the Contractor has disclosed all relevant information and requested the HA to make a determination with respect to this Contract.

(b) The Contractor agrees that if after award he or she discovers an organizational conflict of interest with respect to this contract, he or she shall make an immediate and full disclosure in writing to the HA which shall include a description of the action which the Contractor has taken or intends to eliminate or neutralize the conflict. The HA may, however, terminate the Contract for the convenience of HA if it would be in the best interest of HA.

(c) In the event the Contractor was aware of an organizational conflict of interest before the award of this Contract and intentionally did not disclose the conflict to the HA, the HA may terminate the Contract for default.

(d) The Contractor shall require a disclosure or representation from subcontractors and consultants who may be in a position to influence the advice or assistance rendered to the HA and shall include any necessary provisions to eliminate or neutralize conflicts of interest in consultant agreements or subcontracts involving performance or work under this Contract.

**5. Authorized Negotiators (RFPs only)**

The offeror represents that the following persons are authorized to negotiate on its behalf with the PHA in connection with this request for proposals: (list names, titles, and telephone numbers of the authorized negotiators):

**6. Conflict of Interest**

In the absence of any actual or apparent conflict, the offeror, by submission of a proposal, hereby warrants that to the best of its knowledge and belief, no actual or apparent conflict of interest exists with regard to my possible performance of this procurement, as described in the clause in this solicitation titled "Organizational Conflict of Interest."

**7. Offeror's Signature**

The offeror hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.

\_\_\_\_\_  
*Signature & Date:*

\_\_\_\_\_  
*Typed or Printed Name:*

\_\_\_\_\_  
*Title:*

**Firms must provide the information requested below in enough detail for the evaluation to proceed.**

**Provide the following information:**

1. The number of years in business.
2. The range of services the Design Professional provides.
3. A narrative description of the Design Professional and its service offerings.
4. A narrative description of the Design Professional's experience with affordable housing including Low Income Housing Tax Credit projects.
5. A statement of understanding and approach of work.
6. Proposed Project Team including roles and responsibilities.
7. A listing and brief description of all legal actions (malpractice claims, bankruptcy, et cetera) for the past five years in which the Design Professional has been a defendant in a lawsuit. Indicate the nature of the dispute and the outcome.

The Design Professional shall provide evidence of:

1. The professional qualifications and experience for each employee scheduled to perform work on this project for KCDC. Include information about their experience with work similar to this project and other pertinent aspects.
  - a. A one to three paragraph summary assessment of each proposed employee's background and education. Include any major awards in this section.
  - b. A statement of the years of experience for each proposed employee:
    1. Year of licensure (as applicable)
    2. Years with this Design Professional (list titles and start dates)
    3. Years in the industry (list titles, dates and vendors)
  - c. A list of three major projects that each proposed employee has been involved in. Use this format:

Employee Name	
Name of Project One	Role the employee played
Name of Project Two	Role the employee played
Name of Project Three	Role the employee played
2. Current licenses applicable to the professional services the Design Professional intends to provide.

This section must include:

1. The Design Professional's strategy to maintain project schedules and timely delivery of work products.
2. The Design Professional's strategy for maintaining cost and quality control on its projects.
3. Other quality control information that the Design Professional desires to supply.
4. Any concerns, issues, or discussion topics that should be addressed during contract negotiations to ensure successful, timely, and cost effective completion of the project.

**Architectural Engineering Design Services for the Five Points Phase 3 Development C17003**  
**Solicitation Document G: References**

References are to be indicative of your vendors experience and reflective of your capabilities. You are to provide three to five references of projects as close as possible in nature to this one. Even if you have done multiple projects for an entity, that entity can only be one reference. When listing that reference, you may want to indicate that you have done multiple projects for them and this one example is most germane to this project. Present information about each reference in this format:

Name of the business that was serviced	
Contact person	
Contact person title	
Contact person's telephone number	
Contact person's email address	
Description of the service provided	
Contract began	
Contract ended	
Approximate Dollar Value of the Contract	\$

**Architectural Engineering Design Services for the Five Points Phase 3 Development C17003**  
**Exhibit I Revised Site Plan**



LEGEND	
PHASE 1	90 Living Units (1 and 2 Bedroom - Elderly / Disabled Housing)
PHASE 2	84 Living Units - Walk Up Townhomes & Apartments (1, 2, 3 & 4 Bedroom Units)
PHASE 3	80 - 95 Living Units
PHASE 4	Remaining Living Units



**FIVE POINTS - MASTER PLAN**



# FIVE POINTS MASTER PLAN

## EXECUTIVE SUMMARY

February 2014



---

Knoxville's Community Development Corporation, Knoxville TN

## ACKNOWLEDGMENT

### Steering Committee

Alvin Nance, KCDC  
 Art Cate, KCDC  
 Tracee Pross, KCDC  
 Jordana Nelson, KCDC  
 Orlando Diaz, Partners Development

### Stakeholder Advisory Group

Rev. Michael McNair, First AME Zion Church  
 Jackie Mayo, Knox Housing Partnership  
 Marcus Blakemore, Knox. Neighborhood Housing & Commercial Service  
 Dean Rosalyn Tillman, Pellissippi State Magnolia Campus  
 Rev. A.J. Rozzell, St. John Baptist Church  
 Beverly Nolan, Walter P. Taylor Resident Association  
 Kim Clark, KCDC  
 Daniel Brown, City Council, City of Knoxville  
 Betty Blackman, Health Group/PEP  
 Benny Perry, Austin East High School  
 Captain Eve Thomas, Knoxville Police Department  
 Dewey Roberts, The Residences at Eastport

### Other Major Stakeholders

Zimbabwe Matavou, Black Contractors Association  
 Lisa Hurst, Boys & Girls Clubs of East Tennessee  
 Rev. Harold Middlebrook, Cannan Baptist Church  
 Dr. Dennis Freeman, Cherokee Health Systems  
 John Gill, Knox Co. District Attorney General  
 Steve Diggs, Emerald Youth Foundation  
 Rev. James Davis, Eternal Life Restoration Outreach  
 Gloria Deathridge, Knox County School Board  
 Joe Armstrong, State Representative  
 Phyllis Nichols, Knox Area Urban League  
 Jimmy Hardin, President Lee Williams Resident Assn.  
 Helen Ashe/ Ellen Turner, Love Kitchen  
 Hon. Madeline Rogero, Mayor, City of Knoxville  
 Stephen Scruggs, Odd Fellow Restoration Project  
 Larry Mathis, Pacesetters  
 Joi Hudson/ Marigail Mullins, Phyllis Wheatley YWCA  
 Umoja Abdulahad, Project 2000, Inc.  
 Sam McKenzie, Knox County Commissioner

Dr. Jim McIntyre, Knox County School Superintendent  
 Buzz Thomas, President, Great Schools Partnership  
 Joe Walsh, Director of Parks & Recreation  
 Cindy McGinnis, Knoxville Area Transit

### Knoxville-Knox County Metropolitan Planning Commission and City of Knoxville

Jeff Archer, MPC  
 Mike Carberry, MPC  
 Mike Reynolds, MPC  
 Dawn Michelle Foster, Deputy Director of Redevelopment, City of Knoxville  
 Becky Wade, Director of Community Development, City of Knoxville

### Planning Team

Kristin Grove, Johnson Architecture  
 Daryl Johnson, Johnson Architecture  
 Ester Schwartz, Johnson Architecture  
 Stan Harvey, Lord Aeck Sargent  
 Soumi Basu, Lord Aeck Sargent  
 Rachel Cunningham, Lord Aeck Sargent  
 Jaime Bordenave, The Communities Group  
 Michael A. Waller, Vision Engineering  
 Steven Davis, Carol R. Johnson  
 Tad Scepianiak, Real Property Research Group Inc.



## INTRODUCTION

Since 2009, Knoxville's Community Development Corporation (KCDC) has been working to revitalize the Five Points community and has constructed a total of 122 units of affordable housing in the neighborhood. In 2012, KCDC began focusing on the redevelopment of the public housing sites in that community, the Lee Williams Senior Complex and Walter P. Taylor Homes. In August 2012, 86 units of the Walter P. Taylor Homes and 97 units of the Lee Williams Senior Complex were demolished, marking the beginning of the first phase of redevelopment of the target public housing properties. Residents displaced by the demolition received priority placement in the newly constructed affordable housing units. Master planning of the public housing sites was the next step in the revitalization of the Five Points community.

In July 2013, KCDC engaged a team led by Johnson Architecture, Inc., and including Lord Aeck Sargent (Urban Collage), The Communities Group, Carol R. Johnson Associates (CRJA), Vision Engineering and Real Property Research Group, to develop the Master Plan. The main objective of the Plan is to create a catalytic project on the target public housing sites, which would re-energize the surrounding community.

## STUDY AREA

To ensure a comprehensive approach to the revitalization strategy for the Five Points community, a study area much larger than the target public housing sites was identified. The study area is located in East Knoxville, and was originally known as Park City, with Magnolia Avenue being the major connector to the rest of the City. The study area, which includes the target housing sites, Walter P. Taylor Homes and Lee Williams Senior Complex, encompasses the surrounding residential areas and commercial corridor to the north. This 533-acre study area, as illustrated on the next page, is bounded by East Magnolia Avenue to the north, South Cherry Street and Williams Creek to the east, Dandridge and Brooks Avenue to the south, and Harriet Tubman Street to the west. Historically, McCalla Avenue connected at the Martin Luther King Jr. Avenue and Olive Street junction, creating a five street junction, which created the community identity of "Five Points."

The target housing sites are bounded by South Olive Street to the east, Martin Luther King Jr. Avenue to the north, and follow South Kyle Street from Martin Luther King Jr. Avenue to Kenner Avenue to Bethel Ave Street, along the old cemetery property to the west and including the block south of Bethel Avenue east to Truslow Street SE to the south. Originally, the sites consisted of 500 units of which 183 units have been demolished. Lack of connectivity, safety, and outdated amenities were some of the issues identified by the community.



STUDY AREA

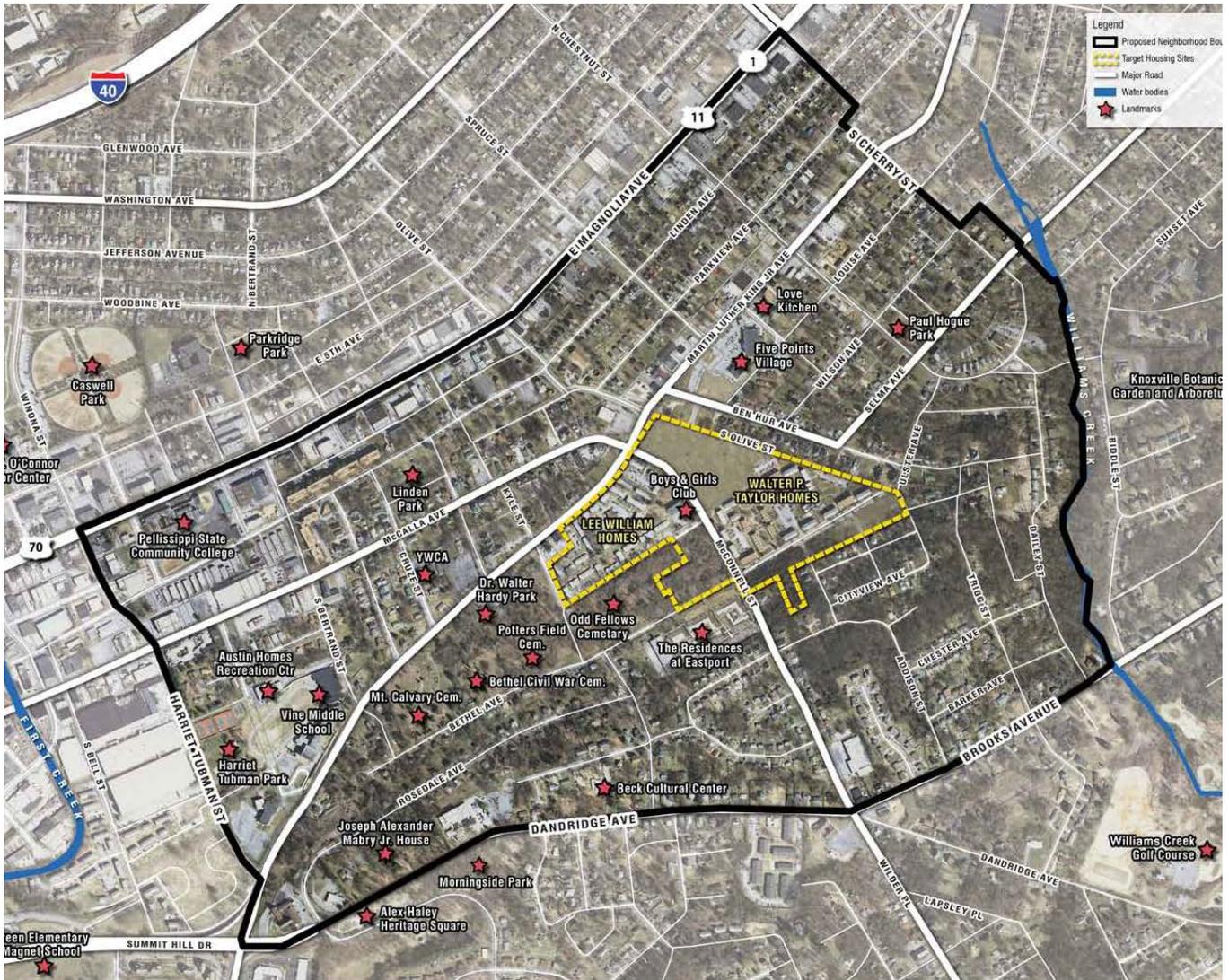


Figure 1.1: Neighborhood Area, and Target Housing Sites  
 Sources: Knoxville MPC Geographic Information System Data



## PLANNING PROCESS

The Five Points Master Plan was initiated at the end of July 2013 with a kick-off meeting between KCDC and the Planning Team to develop and define the guidelines and expectations for the project. A Stakeholder Advisory Group was also formed. This Group was composed of major stakeholders and community leaders who served as a sounding board and worked with the Planning Team to develop the Master Plan. The Knoxville-Knox County Metropolitan Planning Commission also served as an important resource during the planning process. The four phases of the planning process were completed in six months.



**Phase I:** The Planning Team conducted an analysis of the existing conditions and reviewed available information relevant to the study area and its surrounding neighborhoods, to ensure that the Plan built upon the existing assets of the community. The assessment included analysis of the target sites (Walter P. Taylor Homes and Lee Williams Senior Complex) as well as the overall neighborhood. The Planning Team also conducted a series of stakeholder interviews to encourage candid discussion, information sharing and visioning. For more detailed information on data gathered and analyzed during Phase I of the planning process, please refer to the Existing Conditions Report.

**Phase II:** The analysis of existing conditions was shared with the community at the first Public Workshop and through a series of interactive exercises further input was gathered from members of the community. The exercises also asked participants to prioritize issues and opportunities as identified during the Forums organized by KCDC in 2012. Informed by the existing conditions assessments and community visioning, an overall Neighborhood Framework was developed.

**Phase III:** At the second Public Workshop, the Planning Team shared the Neighborhood Framework with the community and accepted their comments on the Framework. At that Workshop, the Planning Team also discussed potential site development strategies and preferred housing typologies with the community. Based on input received at the Workshop, a Conceptual Plan was developed for the target housing sites, Walter P. Taylor Homes and Lee Williams Senior Complex.

**Phase IV:** The draft Conceptual Plan and potential Housing Prototypes were discussed with the community at the third Public Workshop. Based on the input received at that Workshop, the Master Plan, including the Neighborhood Framework, Conceptual Plan, Housing Prototypes, and Implementation Strategy, was finalized.



## COMMUNITY INVOLVEMENT

To maximize community involvement and input, KCDC and the Planning Team created various opportunities for sharing information and encouraging discussion and comments during the planning process. Prior to engaging the Planning Team led by Johnson Architecture, KCDC had organized three Public Forums in May, July and September of 2012 to begin conversations about the revitalization of the Five Points community.

The Planning Team led three Public Workshops during the planning process. At the first Workshop, the team compiled all the data from 2012 Forums and analyzed the findings to confirm and prioritize the community's ideas for redevelopment of the community and develop the neighborhood vision. The Existing Conditions Report was also shared with the community at the Workshop to help facilitate discussions. In the second Workshop, an overall Neighborhood Framework Plan and conceptual site development strategies were discussed and reviewed, and information was gathered on the preferred style of housing typologies. At the third and final Workshop, the resultant Site Plan and supporting information, including Housing Prototypes, was shared with the community and comments received from participants. The summaries and results of the first and second Workshops are available as separate documents.

In addition to the Workshops, the Planning Team also held one-on-one interviews with community stakeholders and leaders to better understand the issues and opportunities in the study area. Also, the Stakeholder Advisory Group met periodically throughout the planning process to serve as a sounding board to the Planning Team and to provide important community input in the creation of the Five Points Master Plan

### What We Heard...

**Walkable Neighborhood**  
Police on Foot  
Walking Trails      Visibility  
**Mixed housing**  
More Parks      Diverse, Safe, Walkable  
Safe for Walking, Bike Riding  
**Enhance connectivity – create a network**  
Infrastructure Improvements  
Continuous Sidewalks      Safe community spaces  
Quality Construction  
**Positive Image of East Knoxville**



## NEIGHBORHOOD FRAMEWORK PLAN

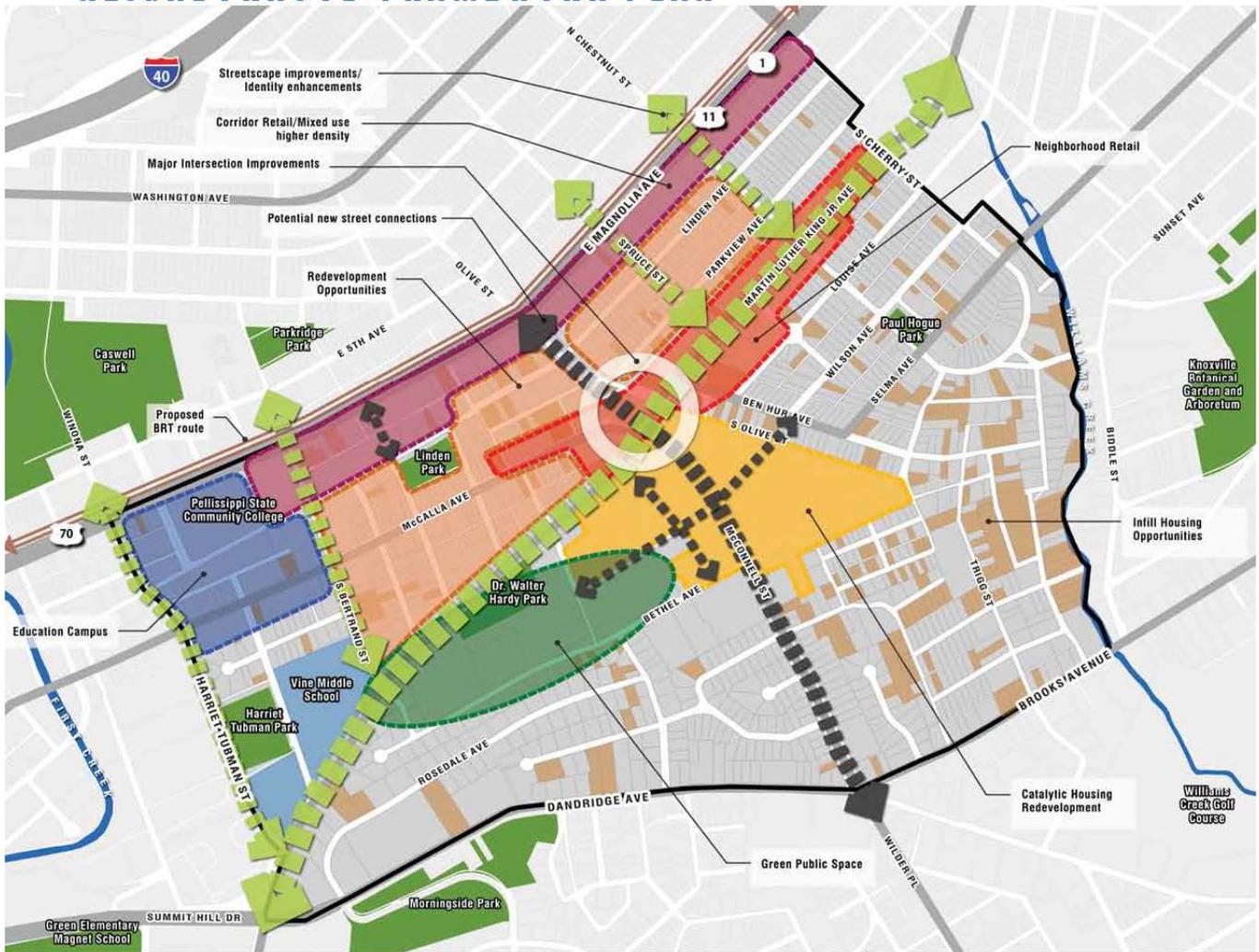


Figure 1.2: Neighborhood Framework  
Sources: Knoxville MPC Geographic Information System Data

The above graphic illustrates the study area development opportunities and framework. Magnolia Avenue has more potential for commercial and mixed use development, whereas Martin Luther King Jr. Avenue can support smaller, neighborhood commercial development. With Pellissippi State Community College and Vine Middle School located to the west, there is potential for expanding and creating an educational campus synergy. The neighborhood is primarily residential, with many infill opportunities. There are existing green space anchors within the neighborhood, however, connections to and programming of the green spaces can be improved. The black dashed line indicates new road connection concepts which would enhance the connectivity network, whereas the green dashed lines highlight streetscape improvements which would enhance accessibility and visibility within the neighborhood.



## SITE DEVELOPMENT FRAMEWORK

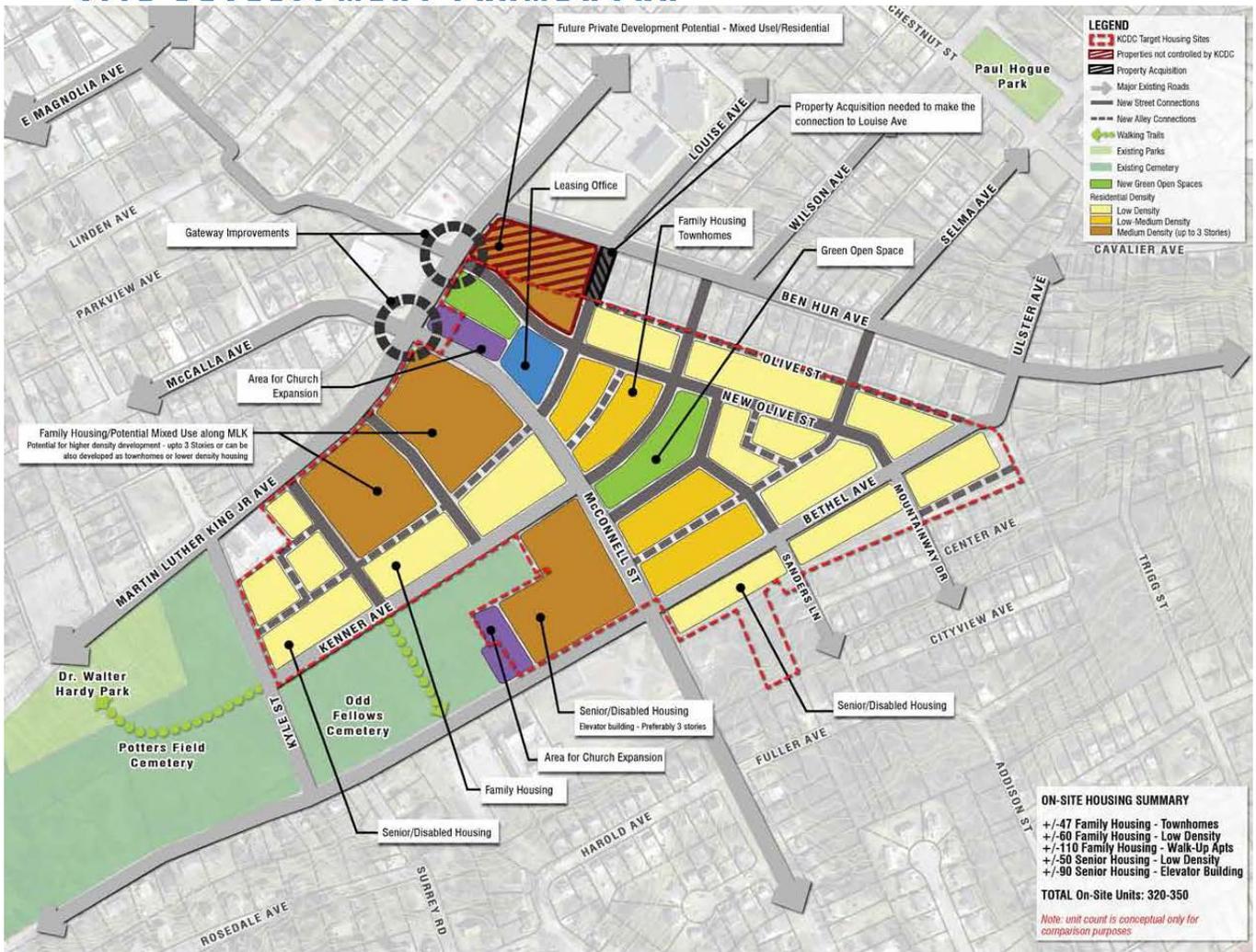


Figure 1.3: Site Development Framework  
Sources: Knoxville MPC Geographic Information System Data

The above graphic illustrates the site development framework for the target public housing sites. Solid gray lines indicate new streets to reconnect these sites with the fabric of the surrounding neighborhood. The green arrows indicate walking connections to the adjacent green spaces and cemeteries. The different shades of yellow, orange and brown indicate the variations in density. Yellow indicates low density development, which is aligned with the existing residential areas, whereas medium density, illustrated by brown, is located along more travelled roads, Martin Luther King Jr. Avenue and McConnell Street. Additional areas have been identified for the adjacent churches to expand. There are two separate green spaces incorporated in the plan, one along Martin Luther King Jr. Avenue, which acts as a town square and gateway to the neighborhood, and a linear green space between McConnell Street and New Olive Street, which would serve as a neighborhood park.



## ILLUSTRATIVE SITE DEVELOPMENT PLAN



Figure 1.4: Conceptual Site Plan  
 Source: Lord Arck Sargent in association with Johnson Architecture

The above graphic reflects the Conceptual Plan for the target housing sites based on the Site Development Framework. This illustrates the conceptual building footprints and the associated parking and street network. Following the existing neighborhood fabric, all the housing units face the road, creating a safer pedestrian environment. The different housing typologies and the possible prototypes are highlighted in the following pages.



**SITE DEVELOPMENT PLAN: LOW DENSITY**

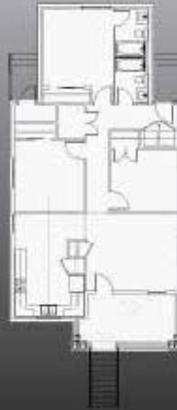


Approx +/- 110 units - Single Family detached or duplexes/triplexes  
- 50 units as senior duplex cottages.



**SITE DEVELOPMENT PLAN: LOW DENSITY - SINGLE FAMILY**

# Housing Prototypes: Single Family Homes

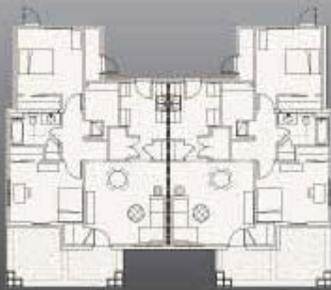


Prototype : Floor Plan



SITE DEVELOPMENT PLAN: LOW DENSITY - DUPLEX

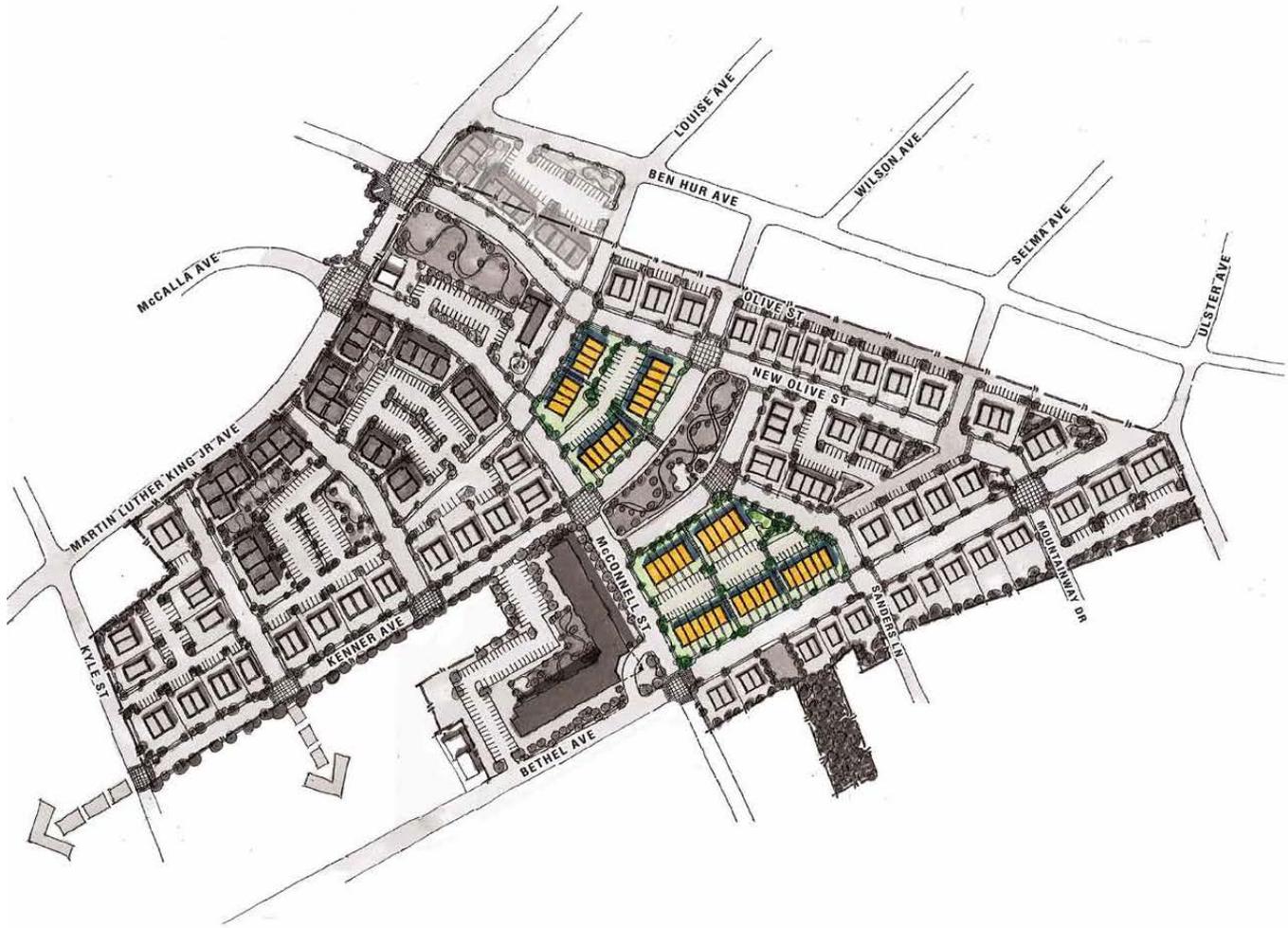
# Housing Prototypes: Duplex Homes



Prototype : First Floor



**SITE DEVELOPMENT PLAN: LOW-MEDIUM DENSITY - TOWNHOMES**



Approx 47 units - Townhomes - surrounding the green spaces - adding more eyes on the park and hence increasing safety



SITE DEVELOPMENT PLAN: LOW-MEDIUM DENSITY - TOWNHOMES

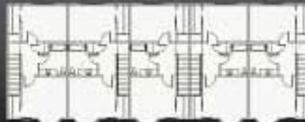
# Housing Prototypes: Townhomes



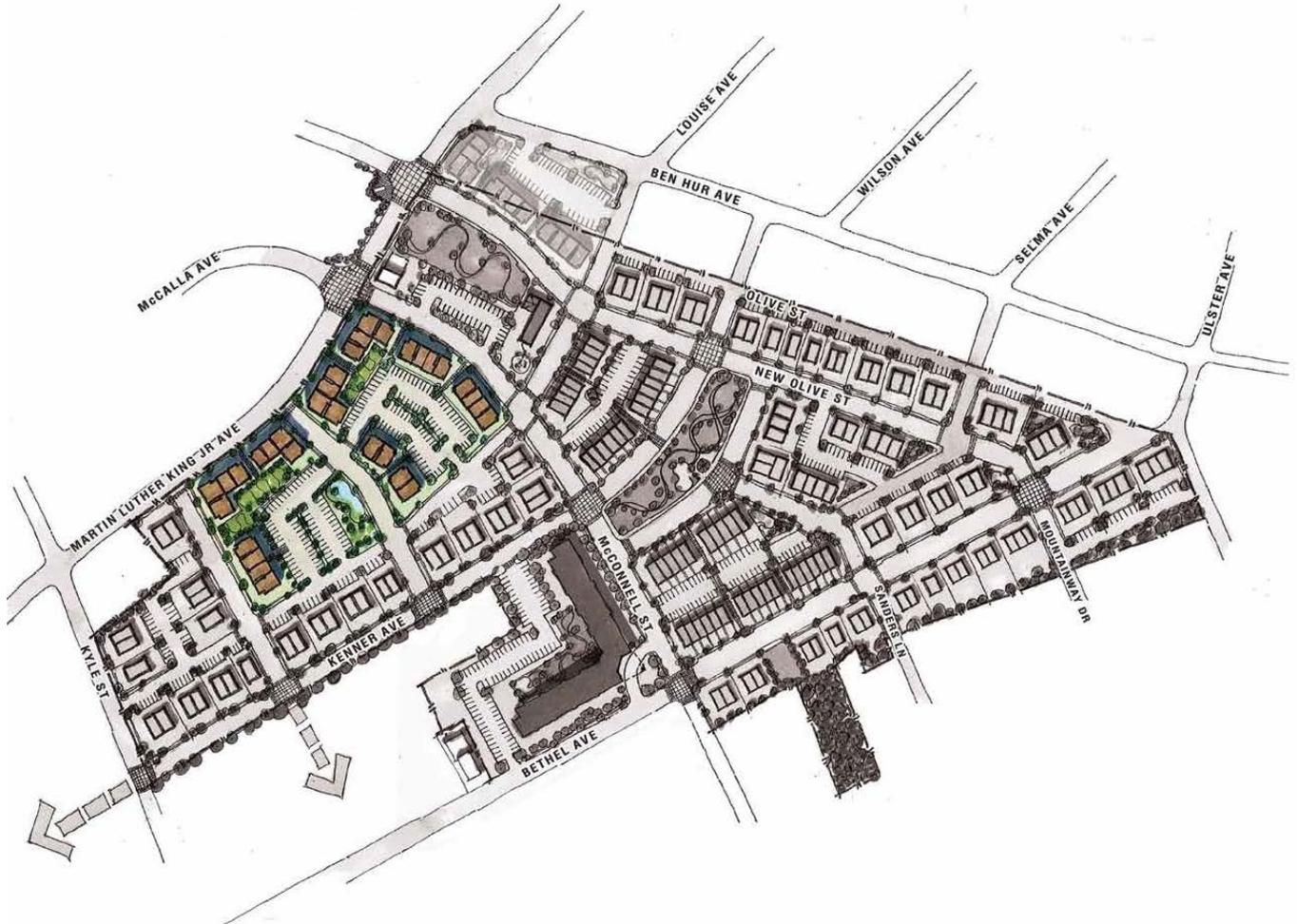
Prototype : First Floor



Prototype : Second Floor



**SITE DEVELOPMENT PLAN: MEDIUM DENSITY - WALK-UP APARTMENTS**



Approx 110 units - Walk-up Apartments - 3 Stories Maximum

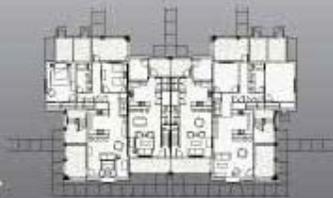


SITE DEVELOPMENT PLAN: MEDIUM DENSITY - WALK-UP APARTMENTS

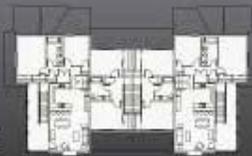
# Housing Prototypes: Multifamily Apartments



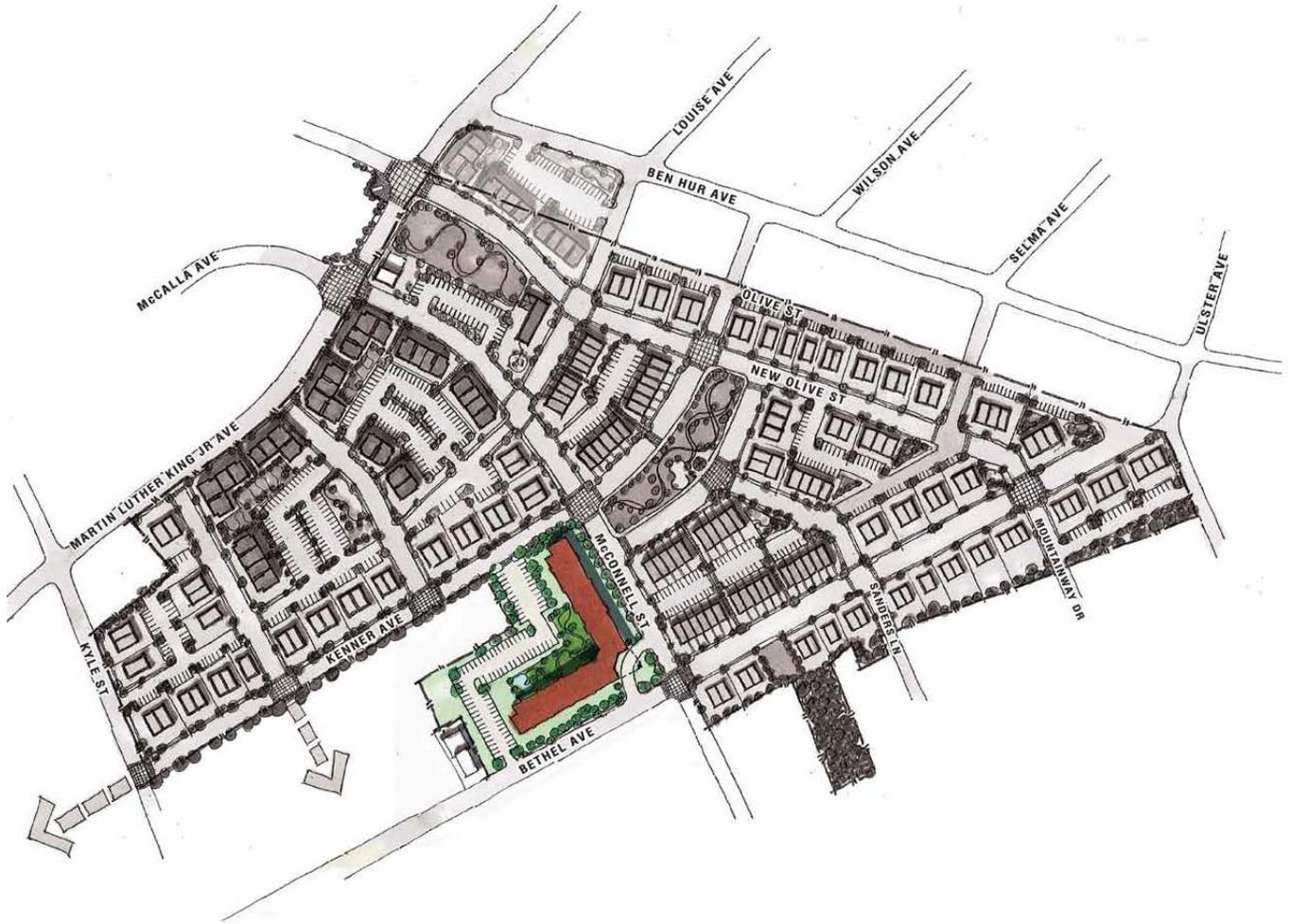
Prototype : First Floor



Prototype : Second Floor



**SITE DEVELOPMENT PLAN: MEDIUM DENSITY - SENIOR APARTMENTS**

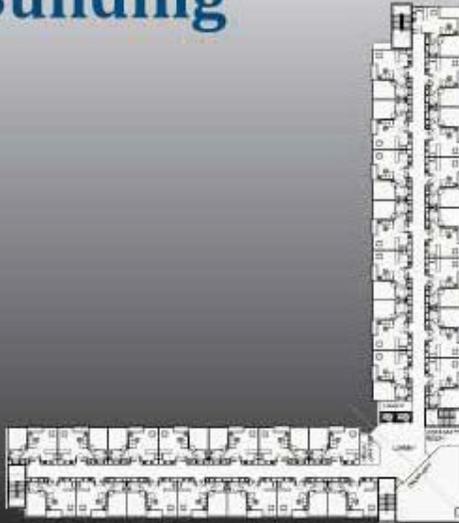


Approx 90 units - Senior Apartments - amenities to include a community room which could be shared by Eastport Residence residents



SITE DEVELOPMENT PLAN: MEDIUM DENSITY - SENIOR APARTMENTS

# Housing Prototypes: Senior Building



Prototype : Floor Plan - First Floor



**PHOTOMONTAGE 1**



**Corner of Martin Luther King Jr. Avenue and Olive Street**

**PHOTOMONTAGE 2**



**Corner of McConnell Street and Kenner Avenue**

CONCEPTUAL DESIGN FOR GREEN OPEN SPACES



Source: CRJA



## **IMPLEMENTATION PLAN**

For the realization of the Master Plan it is critical to develop an implementation strategy that is feasible and also has the least adverse impact on the residents and the surrounding neighborhood. KCDC is researching a variety of funding sources and partnerships to be utilized in the implementation of the vision for the Five Points Neighborhood.

### **UTILIZE EXISTING ZONING TOOLS**

To facilitate the use of the various housing typologies contemplated by the Plan, the target housing sites will need to be rezoned. Currently the Lee Williams Senior Complex and Walter P. Taylor Homes properties are zoned R-2 General Residential or R-1 Low Density. To support the relatively higher density developments like the walk-up apartments proposed along Martin Luther King Jr. Avenue and the senior apartments along McConnell Street, existing zoning categories, such as the RP 2 High Density category, should be considered.

### **PHASING**

A feasible Phasing Plan is also critical for the successful implementation of the Master Plan. While developing the phasing strategy, the following criteria were considered so as to minimize adverse impact on current residents and the surrounding neighborhood:

- Reduce the need for temporary relocation during construction
- Infrastructure improvements
- Ideal project sizing for financing

Though the phases will be contingent on funding availability, the most feasible development for the first redevelopment project on the target housing sites would be the Five Points Senior Building, to be located at the corner of McConnell Street and Bethel Avenue. The land is presently vacant and the proposed development will require the least amount of infrastructure improvements to support the development. KCDC is pursuing potential funding opportunities for the planning and construction of the Five Points Senior Building.



**CONCEPTUAL PHASE 1**

